

## Information for Prospective International Students



Foto: Heike Zappe

Foreign citizens with appropriate educational qualifications are offered initial counselling concerning courses of study, access to courses, requirements for admission and the application procedure at Humboldt-Universität zu Berlin.

**Initial counselling for degree-seeking students** is offered by the International Department, in the university main building, **Unter den Linden 6, room 2257** (Lichthof West, Level 2).

Office hours:	Monday	1pm - 3pm,
	Tuesday	10am -12pm and 1pm - 4pm,
	Wednesday	1pm - 4pm

**Please note: due to the policies to curb the spread of the Corona virus, there will be no consultation available until further notice. We are happy to answer your questions by e-mail or telephone.**

Phone: +49 30 2093-46724  
E-mail: [bewerbung-international@hu-berlin.de](mailto:bewerbung-international@hu-berlin.de)  
<https://hu.berlin/intbewengl>

## I. APPLICATION PROCEDURE INFORMATION

Applications for academic study at Humboldt-Universität zu Berlin made by foreign citizens, with university entrance qualifications acquired abroad, are submitted to a preliminary check by uni-assist. This is regardless of whether the application was made for access courses at the Studienkolleg or for courses leading to the Bachelor's or Master's degree, or the State Examination. If a Bachelor's degree has already been obtained in Germany, the following website should be consulted in order to find out which application procedure is relevant: <https://hu.berlin/bewerbungscheck/>

Before submitting an application, prospective students should consult the current **course catalogue**, which can be found at: <https://hu.berlin/catalogue> In case of any subject-specific questions you are welcome to contact the relevant faculty adviser: <https://hu.berlin/sfbengl>

The **application form** for international applicants should be completed **online** at: <https://my.uni-assist.de>

Your application with all the necessary documents (PDF files) must be handed in online and be received by uni-assist by the deadline set for the course chosen.

1. Please note that an application cannot be considered unless uni-assist has received all the required documentation within the prescribed period (see point 7).

### **The following documents must be attached to an application:**

- educational certificates obtained so far, including the secondary school leaving certificate together with marks received and, if applicable, university entrance examination documentation, evidence of study areas and grades obtained in previous studies including an explanation of the given grading system, graduation certificate and, if applicable, diploma supplement;
- enrolment certificate, if you are a student at another German or European higher education institution at the time you apply for a place at Humboldt, or
- certificate of exmatriculation (*Exmatrikulationsbescheinigung*) specifying the areas of study and number of semesters if you have previously studied at another higher education institution in Germany
- German translations of all certificates (exception: documents in English)
- evidence of German language skills (see point 2); and / or English, French, Spanish proof etc. - if applicable for the chosen subject;
- CV starting with the beginning of school education up till now;
- a photocopy of your passport or identity card (for applicants from the EU)
- self-assessment sheet is required for some Masters (available as a pdf file on the uni-assist application portal) For every Master the entry and language requirements have to be taken into account. You will find them under 'ZZR' (special knowledge) in our course catalogue under: [https://hu.berlin/catalogue\\_master](https://hu.berlin/catalogue_master)
- if applying for BA Sport Science: medical certificate (available as a pdf file on the uni-assist application portal) as well as a physical aptitude test (not older than 2 years, <https://www.sport-eignungspruefung.de>).

Information concerning the assessment and recognition of non-German educational certificates is available (in German) at: <https://anabin.kmk.org>

You can also use the database on the website of uni-assist at: <https://www.uni-assist.de/en/tools/check-university-admission/> for a self-check of your university entrance qualification. Detailed country-specific information can be found at: <https://www.uni-assist.de/en/tools/info-country-by-country/>

The final decision on recognition of foreign educational certificates takes place in the application and admission process via uni-assist.

## 2. Language Requirements

**All Bachelor degree courses are run in German.** The applicant's command of German can, among other possibilities, be tested in the *DSH* test ("*Deutsche Sprachprüfung für den Hochschulzugang*") at HU. In order to be eligible for the *DSH*, applicants must show evidence that their command of German is at least on the C1 level according to the Common European Frame of Reference. A minimum score of three points in all four parts of the *TestDaF* examination can also be considered as proof of the required level for the application. (<https://www.testdaf.de>)

Certificates of attendance to German language courses are not considered sufficient; you will need a certificate completed with an examination.

Exemption from the *DSH* exam is possible under completion of *TestDaF* with a minimum score of four points in all four parts of the test or the "telc Deutsch C1 Hochschule"-test with an exam result "sehr gut" or "gut", successful result in Goethe-Zertifikat C2, *DSH-2* exam from another German university, etc.

Please note that there may be different language requirements when applying for a **Master's course**. Information on Master's courses, language requirements and general Entrance and Admission Regulations can be obtained at: [https://hu.berlin/catalogue\\_master](https://hu.berlin/catalogue_master)

When applying for a place at the **Studienkolleg**, you are required to submit, in addition to the certificate of completed secondary education, proof of German language skills at Intermediate Level II (or, as equivalents: *DHS-1*, *TestDaF* Level 3, proof of success in a Course B2 and participation in a Course C1). When applying to W-Course an B1 certificate of English is additionally required.

If you satisfy all these formal requirements you will be invited to sit the Aptitude Test for Academic Studies (*Studierfähigkeitstest*) in Berlin. Information about the *Studierfähigkeitstest* can be obtained at: <https://www.fu-berlin.de/en/sites/studienkolleg/aufnahmetest/index.html>

**Humboldt-Universität does not offer any preparatory German language courses.**

**3.** Please scan all required documents (originals) and upload them as PDF files to the application portal 'My assist' from uni-assist. In case you are not able to upload your original documents, please upload officially certified copies (all pages) as your originals. Not only educational certificates, but also language certificates must be uploaded online as PDF files (originals).

German translations completed in your home country will be recognised only if completed by a state-licensed translator or an officially approved translating agency. Translations can also be completed by sworn interpreters or translators in the Federal Republic of Germany. Please see: <http://www.gerichtsdolmetscherverzeichnis.de>

More detailed information about the translation of your documents can be found on the uni-assist website under: <https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>

Which documents are relevant and required for your application depends on the country you have obtained your degree(s) in. Therefore, please read the special country-by-country information from uni-assist carefully: <https://www.uni-assist.de/en/tools/info-country-by-country/>

If your documents are verifiable online, please supply uni-assist with all resources necessary to conduct the online verification. The information on how to verify the document online should either be explained on the document itself or in a separate letter. It is enough to upload all this information via the application portal 'My assist'.

4. Before you apply, please make sure, which subjects are currently on offer at the Humboldt-Universität and read their descriptions on the website at: <https://hu.berlin/catalogue>

There are also flyers for prospective students available at *the Student Service Center (SSC)*, Unter den Linden 6, Lichthof West or you can find this information online at: <https://hu.berlin/leaflets>

In your application you must provide the complete name of the course of study. A Combined Bachelor's course consists of a *major* and a *minor* subject (*Kernfach* and *Zweifach*). Information on possible subject combinations in Combined Bachelor's courses is available from: <https://hu.berlin/degrees>

The number of choices available to you at the Humboldt-Universität zu Berlin can be found in the following overview: <https://hu.berlin/bewerbungsgrafik>

- a) Applicants from EU-Countries as well as from Iceland, Liechtenstein and Norway are allowed to apply for a maximum of three admission-restricted (NC) undergraduate courses (Bachelor's or State Examination courses). Furthermore, these applicants are allowed to indicate (and apply for) an additional non-admission-restricted (non-NC) course of studies in the application.
- b) All other international applicants from non-EU countries are allowed to apply for only one admission-restricted (NC) undergraduate course (Bachelor's or State Examination course), and are likewise allowed to apply for an additional non-admission-restricted (non-NC) course of studies.

Applicants (whether EU or non-EU applicants) to Master's courses are allowed to apply for only one admission-restricted (NC) Master's course and additionally for one non-admission-restricted (non-NC) degree course.

Detailed information on BA courses that include a teacher training option (with Lehramtsoption or Lehramtsbezug) is available from: <https://hu.berlin/lehramt> (in German).

If you intend to apply to a degree course with the teacher training option (Bachelor or Master), you should choose '**Lehramt**' as a degree pursuit in the online application form.

Some courses (1<sup>st</sup> semester) will take part in the dialogue-orientated service procedure (DoSV) of the Foundation for University Admissions (hochschulstart.de), [https://hu.berlin/dosv\\_en](https://hu.berlin/dosv_en)

Please refer to the course catalogue to find out which courses are meant under <https://hu.berlin/catalogue>

Before applying online to uni-assist, you must first register at <https://www.hochschulstart.de>. After registering, you will receive a two-part identification number consisting of a *BID* (Applicant ID) and a *BAN* (Applicant authentication number). This number must then be provided in the application to uni-assist.

Further information is available at:

<https://www.uni-assist.de/en/how-to-apply/plan-your-application/hochschulstart-dosv/>

5. Applicants can **transfer** to a more advanced stage of a course programme, if documentation of previous university studies, not yet completed studies or academic achievements in the same or a related subject is submitted. If this is the case, please choose **the option 'higher semester' (höheres Fachsemester)** on your application form next to the chosen study course. Recognition of previous academic achievements for admission to a more advanced stage of a course of study will be considered during the application process.

6. Applications submitted by persons who have already acquired an undergraduate degree in an EU country, in Iceland, Norway or Liechtenstein and are now applying for the first semester of a course leading to the State Examination or a BA/BSc. degree, are considered to be applications for a **second degree course (Zweitstudium)**. With such applications it is necessary for the applicant to state the reasons why they wish to take a *second degree course*. In this case, the information below should be considered: <https://hu.berlin/second>



**Applicants from EU countries, from Iceland, Norway and Liechtenstein** who are already pursuing studies in a European country other than Germany, and now wish to apply for the same course of study at a German higher education institution, are required to apply for a more advanced stage or semester of that course. I.e. they may not apply for admission to the first semester.

### Multiple Applications

If you submit applications to several universities in Germany, please be aware that application deadlines and conditions may differ. An up to date list of higher education institutions which cooperate with uni-assist can be found online at: <https://www.uni-assist.de/en/tools/uni-assist-universities/>

Information on the uni-assist application procedure at: <https://www.uni-assist.de>

Information on the study possibilities on other universities in Germany:  
<https://www.hochschulkompass.de/en.html>

And especially on the international degrees run in English:  
<https://www2.daad.de/deutschland/studienangebote/studiengang/en/>

Information on courses as well as application in **medicine and dentistry** is available from:  
[https://www.charite.de/en/teaching\\_learning/degree\\_programs/](https://www.charite.de/en/teaching_learning/degree_programs/)

### Contact:

Charité-Universitätsmedizin Berlin  
Referat Studienangelegenheiten  
Hannoversche Straße 19, D-10115 Berlin  
Phone:  
E-mail:

Office hours:  
Tuesday, Thursday, Friday: 9.30am - 12.30pm  
Tuesday also: 1.30pm - 4pm  
(+49) 30 450 576152 or (+49) 30 450 576035  
[zulassung-stud@charite.de](mailto:zulassung-stud@charite.de)

### 7. Application Deadlines

The complete application documents must be uploaded within the prescribed period of time. Your application will not be considered if received after the deadline. The following application periods are valid for all international students, including the EU/EEA applicants.

	Winter Semester 21/22	Summer Semester 2022
<b>Studienkolleg (external Feststellungsprüfung)</b>	1 <sup>st</sup> January - 15 <sup>th</sup> January	
<b>Studienkolleg T-, M-, G-, W-courses</b>	1 <sup>st</sup> June - 31 <sup>th</sup> July <sup>1</sup>	
<b>Bachelor, State Examination</b>	1 <sup>st</sup> June - 31 <sup>th</sup> July <sup>1</sup>	1 <sup>st</sup> December - 15 <sup>th</sup> January
<b>Master (M.A., M.Sc., M.Ed.) with NC</b>	1 <sup>st</sup> May – 31 <sup>st</sup> May	1 <sup>st</sup> December - 15 <sup>th</sup> January
<b>Master (M.A., M.Sc., M.Ed.) without NC</b>	1 <sup>st</sup> June – 15 <sup>th</sup> July	1 <sup>st</sup> December - 15 <sup>th</sup> January

<sup>1</sup> subject to legal ordinance

Please note that there may be alternative application deadlines and conditions for postgraduate courses and international Master's courses. Please see: [https://hu.berlin/catalogue\\_master](https://hu.berlin/catalogue_master)

Please consider the information on the entrance requirements under 'Special knowledge' as well as the relevant language requirements in the study offer below, if you wish to apply for a Master's course at Humboldt-Universität zu Berlin, [https://hu.berlin/catalogue\\_master](https://hu.berlin/catalogue_master)

uni-assist is a registered TOEFL institution. By using Code 2727 on the ETS website you can have your TOEFL results transferred directly to all uni-assist universities so that it is no longer necessary for universities to ask for them separately.

## 8. Fees

A handling fee is charged for the preliminary check of your application by uni-assist. Please find information on the application costs and payment options at:

<https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

## 9. Further Procedure

Online application forms should be completed very carefully. All necessary documents for the desired course programme must be attached.

Please do not forget to provide your **personal** e-mail address at which you can be reached at all times.

After uni-assist has checked that all documents required for the further consideration of your application are complete, you will be notified. The application data will be forwarded electronically to the Admissions Office for International Students at the Humboldt-Universität. The information you get from uni-assist is recognised by German embassies and consular representations as proof that **your application has been confirmed**.

You will also be informed if the documentation you submit fails to meet the University's requirements. In this case, your documents will remain with uni-assist. You can then make corrections or add missing documents **within the prescribed application period** (before the deadline) or alternatively, re-apply to Humboldt-Universität in the next semester.

If admission to a study course at the Humboldt-Universität is not granted, the application form and the documents attached to it will be stored for one calendar year by uni-assist. If you wish to reapply during this time period, you do not need to resubmit the documents which are already on hand. Please be sure to pay attention to the information regarding this at [www.uni-assist.de](http://www.uni-assist.de).

**10.** Applications which are incomplete, incorrect or not submitted by the deadline are excluded from the admissions procedure.

**11.** International applicants with no formal university entrance qualifications are re-quired to take a university entrance examination (*Feststellungsprüfung*). The exam may be taken either immediately or after successfully attending a one-year access course at the *Studienkolleg* (see point 7).

**12.** A limited number of study places (5% of the total) on full-time courses leading to a Bachelor's degree or to the State Examination are made available to applicants from non-EU countries. This is dependent on their qualifications, which are derived from grades obtained in secondary or other previous education (average grade).

EU citizens, citizens of Iceland, Liechtenstein and Norway and German applicants are admitted on the basis of the same criteria. The official table of the minimum academic requirements for admission to courses with restricted entry (*NC-Grenzwerttabelle*) from the previous Winter Semester is available from: <https://hu.berlin/nc> (in German).

**13.** After you have successfully submitted your application data via uni-assist, Humboldt-Universität will send you an email including more information and the status of your application. This will enable you to track the progress of your application. Please check your e-mail inbox regularly at this point, including your spam folder.

You will be able to check whether your application has been accepted online. If your application is successful, please accept your place online within the specified time frame. We will provide the letter of decision on admission (positive/negative) in electronic form as a download on your HU-status request (*Online-Statusabfrage*). The list of all documents needed for the enrolment will also be provided online – after the admission and your acceptance of the place.

**Please make sure to accept or decline your place of studies online by the deadline.**

## II. UNI-ASSIST EXEMPTIONS

**Online application for international, degree-seeking HU Students** who are already enrolled (degree-seeking) or were enrolled before at the Humboldt-Universität zu Berlin.

Please compile and send the appropriate application within the prescribed period (see point 7 “Application deadlines”) via the HU-Online-Application-Portal, <https://hu.berlin/apply>  
You will receive a binding list of all necessary documents in the course of your application (on the application form).

**Please note that for a successful Master’s course application** you are required to send us proof of all your academic achievements including modules and ECTS (not more than 60 ECTS short; valid only for the application period for the winter semester 2021/22). At time of enrolment (or latest at registration renewal for the semester after the next one) only the bachelor’s certificate and transcript can be handed in late.

**International HU-students** please contact the **admissions office for international students**. Please consult our webpage for the current **Office Hours**: [https://hu.berlin/zula\\_engl](https://hu.berlin/zula_engl)

Information for international PhD-applicants is available at:  
<https://hu.berlin/phdintengl>

You will find the contact persons for phd-applicants in each faculty by: <https://hu.berlin/promfak>

## III. ENROLMENT

**1.** The Letter of Admission (*Zulassungsbescheid*) contains information on the conditions of enrolment and on the period (cut-off period) within which the candidate can enrol.

**2.** Before the applicant is enrolled, evidence of a sufficient command of German (if applicable) must be provided. Applicants who are not formally granted exemption from the Language Test are required to take the “Deutsche Sprachprüfung für den Hochschulzugang” (DSH). An invitation to attend the *DSH* Examination will be issued as a pdf-document once the admission is granted and after your electronic acceptance of the study place within the specified time frame. As a general rule, *DSH* Examinations take place in the middle/end of March for the Summer Semester, or in the middle of September for the Winter Semester. A fee of **€150** will be charged by the Language Centre of Humboldt-Universität on the examination day.

**3.** With the **enrolment** form the following documents must be submitted within the cut-off period:

- filled-out and signed enrolment form and the form *Hochschulvergangenheit*
- receipt of semester fees paid (currently **€ 315.64**), see <https://hu.berlin/io-guide-fees>
- health insurance certificate (see point V)
- if applicable, proof of success in the *DSH II* or *DSH III*;  
or *TestDaF* examinations with a score of at least four points in each of the four parts;  
or *the Goethe Institute Language Proficiency Certificate (C2 Level)*;  
or *DSD II* with C1 level in all parts of the test;  
or „telc Deutsch C1 Hochschule“ with an exam result “sehr gut” or “gut”  
**Please note:** the language certificate must not be older than 3 years
- further evidences of language proficiency (e.g. TOEFL, IELTS) if required for a certain course of study
- if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany (*Exmatrikulationsnachweis*).

**Please submit the documents by post within the enrolment period.**

#### **Postal Address**

Humboldt-Universität zu Berlin  
Referat Studierendenservice  
Unter den Linden 6  
10099 Berlin  
GERMANY

**In case of further enquiries at this point, please contact the admission office for international students.**

**Please also consult our webpage for the current Office Hours under:**

[https://hu.berlin/zula\\_engl](https://hu.berlin/zula_engl)

#### **IV. FINANCIAL ASPECTS**

Visas for study purposes will be issued by German embassies or consulates. Residence permits for study purposes will be extended if evidence is provided that both studies and livelihood in Germany are financially covered. There are organizations in Germany which provide grants and scholarships to international students. Information on scholarships or grants may be obtained from the embassies and consulates of the Federal Republic of Germany, the Goethe Institutes, the *Deutscher Akademischer Austauschdienst (DAAD)* and the International Department of Humboldt-Universität.

A summary of available funding schemes and foundations can be found at: <http://www.funding-guide.de> and in the Guide for International Students at: <https://hu.berlin/guidelines>

#### **V. HEALTH INSURANCE**

International students must have a **valid health insurance policy** (*Versicherungsbescheinigung*) as a vital condition of enrolment. Student health insurance policies are available from any German health insurance company. Alternatively European students can have their existing health insurance coverage (with a company in their home country) confirmed.

Students with mandatory or statutory insurance coverage coming from countries with which Germany has a social security agreement, including EU and EEA countries, Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Turkey, Liechtenstein, Switzerland and Tunisia, need to present a European Health Insurance Card (EHIC) to a German statutory insurance company to have the coverage confirmed. They will then be issued a **certificate of exemption from statutory insurance coverage by the German health insurance company.**





Application for a visa must be made fairly early, because it usually takes several weeks before a visa for study purposes is issued.

Within 14 days after arrival in Germany registration is required at the local Citizens' Office (*Bürgeramt*). If you already have an address in Germany upon your arrival, please book an appointment in *Bürgeramt* in advance from your home country, which can be done on the following website: <https://service.berlin.de/terminvereinbarung/>

After entry into Germany, the Foreigners' Registration Office (*Ausländerbehörde*) of Berlin needs to convert the prospective student's visa into a residence permit for academic studies. **Please note that prospective students entering Germany on a visa-free basis must also apply for a residence permit at the Foreigners' Registration Office within three months after entry.** HU Visa Service can help you with your application for a residence permit. They can submit your application documents to Foreigners' Registration Office and collect them for you afterwards. You can contact our Visa Service via: [visaservice@hu-berlin.de](mailto:visaservice@hu-berlin.de)

Landesamt für Einwanderung (LAE) / Berlin Immigration Office

Keplerstraße 2                      10589 Berlin                      Phone: +49 30 90269-4000

Office hours:                      Due to current events we have switched to online and written procedures for processing applications only.

Underground station: Mierendorffplatz / U7                      Bus station: Keplerstraße (M27)

Further information is available at:                      <https://www.berlin.de/einwanderung/en>

## VII. CHECKLISTS FOR THE APPLICATION:

1. Adhere to the application deadline
  2. Set up an account at the uni-assist website
  3. Fill out the application form
  4. Complete your application documents (translations; others, such as language certificate(s), CV, passport copy, tests, job reference)
  5. Transfer application fee to uni-assist
  6. Upload complete application to uni-assist (**be aware of the deadline**)
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### Additionally for application to Masters:

- Is your Bachelor degree completed till the deadline?  
No? Still possible till the enrolment deadline (31st March for the summer term, 30<sup>th</sup> September for the winter term)  
Please note: not more than 60 ECTS credits can be still lacking in your transcript till the deadline (valid only for the application period for the winter term 2021/22).
  - If necessary, fill out and submit the self-assessment sheet to the application
  - Consider specific requirements for each Master (e.g. language requirements, essays, tests)
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## VIII. CHECKLISTS FOR ENROLMENT:

1. Adhere to the enrolment deadline
  2. filled-out enrolment form
  3. filled-out form *Hochschulvergangenheit*
  4. documents to be submitted as stated in your letter of admission
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5. if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany or abroad (*Exmatrikulationsnachweis*)
6. Proof of **health insurance** coverage from a **statutory health insurance provider** (either a mandatory insurance *Pflichtversicherung*, or an exemption certificate from the mandatory insurance issued only by a statutory health provider in Germany). EU/EWR citizens in possession of the European Health Insurance Card (E111) have the possibility of being exempted from *Pflichtversicherung*, only if they prove an exemption certificate as stated above. Presenting EHIC-card only will not be accepted.
7. receipt of semester fees paid directly to the HU bank account (cash payment is not possible)
8. valid postal address in Germany, to which information on your student ID (CampusCard) will be sent (no address abroad, no hotel or hostel address either).

<b>Timeline for the application procedure for international prospective students for:</b>				
<b>Winter Term</b>	<b>till April</b>	<b>April</b>	<b>31st May</b>	<b>31st/15th July</b>
<i>Summer Term</i>	<i>November</i>	<i>1st December</i>	<i>15th January</i>	<i>15th January</i>
<b>Before applying</b>	<b>Documents</b>	<b>Application</b>	<b>Deadline Master with NC</b>	<b>Deadline BA/MA without NC</b>
Contacting HU Questions: subjects, language requirements, deadlines, application procedure, necessary documents	collecting documents; translations; language certificates	check study offer online, get application documents ready	submit complete application as PDF files to uni-assist; pay the fee to uni-assist	submit complete application as PDF files to uni-assist; pay the fee to uni-assist

<b>Winter Term</b>	<b>end-July</b>	<b>mid/end-August</b>	<b>August</b>	<b>September</b>
<i>Summer Term</i>	<i>mid-February</i>	<i>mid-February</i>	<i>end-February</i>	<i>March</i>
<b>After submitting the application</b>	<b>decision MA/NC</b>	<b>decision BA MA/NC-free</b>	<b>On Arrival</b>	<b>Enrolment</b>
Check your e-mail account regularly (also spam): e-mail from uni-assist, when forwarded to the HU; e-mail from HU with login data for the HU application account; start the visa process	letters of admission /rejection Master with NC	letters of admission /rejection for BA/NC; subsequently decision for MA/non-NC and BA/non-NC	moving to Berlin; preparing for enrolment: insurance (or certificate of exemption EU/EWR), accommodation, enrolment fees only after admission	enrolment, arrival, accommodation, pay the fees, collect documents for admission